

Huron University College

Safe Disclosure Policy & Procedures

Policy

Huron University College is committed to maintaining the highest standards of ethical conduct in all its operations. This policy is designed to enable employees, students, and other members of the College community to disclose information about behaviour which the individual believes shows malpractice or misuse of College assets; and to ensure that the individual is protected from retaliation when making such a disclosure.

Procedure for Disclosure of Wrong Doing

1. Any employee, student or member of a College governing body who observes or encounters evidence of malpractice or misuse of College assets must report it immediately to the appropriate supervisory/management level. If the person about whom the complaint is being made is the individual's departmental supervisor/administrator, or if the complainant believes on reasonable grounds that it would not be appropriate to disclose the matter to their supervisor/administrator, to a Dean, or to another senior administrator, the person making the disclosure may submit it to the Chair of the Huron University College Executive Board or the Chair of the Huron University College Corporation.
2. Disclosures of misconduct must be put in writing and signed
3. The person receiving an allegation will make a record of its receipt. He or she will normally arrange for an investigation to be carried out and for a report to be prepared. The report of the investigation will be made to the Principal, or if the allegation concerns the Principal, to the Chair of the Huron University College Executive Board.
4. The person or persons against whom an allegation is made must be informed of the allegation and the evidence supporting it, and must be allowed to comment on the report before it proceeds to the next level. Where the offence is a criminal matter, the taking of all precautions to avoid harm to the College may override this provision.
5. Upon receiving a report of an investigation into an allegation of serious malpractice, the Principal in consultation with the Chair of the Executive Board or Chair of Corporation will then consider whether further investigation is necessary and appropriate. In some instances, the

allegation will be dismissed after investigation; in other instances it may be necessary to instigate corrective action, to institute disciplinary proceedings to terminate an individual's employment, or to alert the police. The Principal will report all actions taken to the Chair of the Huron University College Executive Board. In cases where the Principal is the subject of complaint, the Executive Board will consider the matter and take appropriate action.

6. The Principal will report to the Finance Committee all investigations concluded and all actions taken under this procedure. The Committee will review actions taken, and will determine whether changes to College policies, procedures or controls are required.
7. If an allegation or complaint cannot, for any reason, be satisfactorily examined and dealt with through these procedures, the Executive Board has final responsibility for determining an alternative approach which preserves the spirit of the procedure. This may, for example, involve establishing a special committee of Board members or drawing upon external advice or arbitration.
8. The original complainant will be informed of the outcome of the complaint.

Confidentiality of Disclosures

1. The College will treat all disclosures made under this policy in a confidential and sensitive manner. The identity of the person making the allegation will remain confidential until an investigation is launched. Thereafter, the identity of the person making the allegation will be kept confidential, if requested, so long as it does not hinder or frustrate any investigation. However, it may be judged unfair to conceal the identity of a person making an allegation from the person about whom it is made.
2. All individuals involved in a disclosure or an investigation shall keep the details and results confidential.
3. Detailed results of an investigation will not be disclosed or discussed with anyone other than those who have a legitimate need to know.

Protection from Retaliation

1. In order to protect an individual who has acted in good faith in accordance with the requirements of these procedures, the Executive Board or individuals acting on behalf of the Board shall not
 - dismiss or threaten to dismiss the individual;

- discipline or suspend or threaten to discipline or suspend the individual;
 - impose any penalty upon that individual
 - Intimidate or coerce that individual
2. Notwithstanding the foregoing clause, if an investigation shows that an individual has made a malicious or frivolous allegation, or knowingly made a false allegation – particularly, if he or she persists in making such allegations – disciplinary action may be taken against the individual concerned.